

FIELD OPERATIONS BUREAU

FOOD STAMP UNIT (FSU)

TRANSMITTAL NUMBER: 08-04

November 5, 2008

TO: All Food Assistance Action Committee (FAAC) Members
and Field Operations Bureau (FOB) Staff

SUBJECT/PURPOSE: RADEP Coding Procedures for Excluded Household
Members

RELATED REFERENCE: F.S. Regulations 63-402.22

SUPERSEDES: None

EFFECTIVE DATE: Upon Receipt

BACKGROUND:

In the Q5i system, the QC Reviewers were required to list all members who were residing in the household on the Maintain Person Screen. These included ineligible members, SSI/SSP members and separate household members. They were grouped according to their affiliation to the food stamp household.

The RADEP system does not allow for the grouping of the household members.

INSTRUCTIONS:

Document household composition item 150-S001 as of the review date either in the item comments or in the general comments section for that page.

If a member has a separate household status, do not list that individual as a household member on RADEP.

If the household member is an excluded member due to a drug felony conviction, IPV conviction, workfare or work requirement sanction, fleeing felon or probation/parole violators, that individual must be listed as a member of the household because their income and resources must be counted (63-503.441).

Also, if the household member is excluded for SSN disqualification, ineligible noncitizen status or failure to meet the ABAWD work requirements, that individual must also be listed as a member because their resources and income must be considered in determining eligibility and allotment amount for the eligible food stamp household members (63-503.442).

If the individual is excluded because of his SSI/SSP status or his ineligible student status, that individual should **only** be listed if he shares allowable shelter, utilities and/or dependent care expenses with the eligible food stamp household members.

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Original Signed by Richard Trujillo

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